
PROFESSIONAL EXPERIENCE:

U.S. General Services Administration, Washington, D.C.

January 2, 2019-present

Congressional Policy Analyst

- Contacts relevant congressional staff to ensure that information concerning the U.S. General Services Administration's (GSA) programs, plans, and activities is readily available.
- Represents GSA in presentation of the aims and operations of legislative programs to White House officials, Members of Congress, and Office of Management and Budget officials.
- Provides information on GSA programs and policies in response to congressional inquiries.
- Researches and drafts written replies to congressional correspondence.
- Prepares key GSA officials for congressional meetings and hearings to ensure they are completely informed on all pertinent issues.
- Reviews and edits testimony prepared for presentation to Congress.
- Accompanies key agency officials when appearance is requested before a congressional committee hearing.
- Develops special reports covering the status of certain legislation that is of particular interest to GSA. This includes gathering, organizing, and evaluating legislative information.
- Negotiates with congressional staff on legislation that is of interest to GSA.

Committee on Oversight and Government Reform, U.S. House of Representatives, Washington, D.C. June 1, 2016-January 1,

Professional Staff Member (Dec. 9, 2016 – Jan. 1, 2019); Staff Assistant (June 1, 2016 – Dec. 9, 2016)

2019

- Portfolio area included federal workforce issues such as the civil service generally, federal retirement programs and policies, and federal employee recruitment, retention, compensation, and benefits. Also included Social Security mail fraud, executive branch reorganization, and security clearance policy.
- Researched, drafted, negotiated, and managed legislation in portfolio area. Lead Committee staffer on 9 bills that were signed into law in the 115th Congress, 6 bills that passed the House of Representatives, and 6 bills that passed Committee markup. Also worked on Committee equities in non-OGR bills, such as the National Defense Authorization Act and annual appropriations bills.
- Engaged with congressional offices (Republican and Democratic), other committees, federal agencies, and interest groups on issues in portfolio area.
- Prepared for subcommittee and full committee hearings in portfolio area through prior research, organizing briefings, coordinating witnesses, liaising with other congressional staff, and creating briefing and hearing materials for Members.
- Wrote letters in portfolio area on behalf of the Committee to federal agencies and outside groups that ask for information or detail Committee's position on policy issues.
- Planned and executed investigations in portfolio area which include drafting and releasing staff reports detailing the Committee's findings.
- Conducted general oversight of federal agencies within the Committee's jurisdiction, including the U.S. Office of Personnel Management, Merit Systems Protection Bd., Federal Retirement Thrift Investment Bd., and General Services Administration.
- Assisted Committee parliamentarian on preparing and managing bills, including drafting parliamentary motions, scripts, and amendments, within Committee's jurisdiction for House passage. Lead parliamentarian for over 30 Committee suspension bills and one rule bill in the 115th Congress.
- Gained management experience comprised of assigning tasks and reviewing work products for two individuals detailed to the Committee on a temporary basis.
- Previously managed post office naming bills in Committee markup and on the House floor.

EDUCATION:

Washington & Lee University, Lexington, VA

Sept. 2012 – May 2016

Bachelors of Arts, Politics and Sociology/Anthropology, Minor in Education

- Johnson Academic Scholarship Recipient (Full tuition, room, and board)
- Phi Beta Kappa (Academic), Omicron Delta Kappa (Leadership), Pi Sigma Alpha (Politics), Alpha Kappa Delta (Sociology) Honor Societies
- McJunkin Endowment for Student Engagement Recipient (Summer 2015)
- Endeavor International Student Collaboration Grant Recipient (Summer 2015)
- Office of Student Affairs General of the Month (Winter 2014)
- Dean's List and Honor Roll: All semesters 2012-2016
- Mock Convention, Co-Political Director and National Political Analyst (2014-2016)

RELEVANT TECHNICAL SKILLS:

Legislative drafting, Knowledge of congressional legislative and investigative procedures, Speech and report writing